



**Minutes of the
ALAMEDA FREE LIBRARY BOARD MEETING
September 9, 2009**

The regular meeting of the Alameda Free Library Board was called to order at 6:11 p.m.

ROLL CALL

Present: Mike Hartigan, President
Karen Butter, Vice President
Gail Wetzork, Board Member

Absent: None

Staff: Jane Chisaki, Library Director
Marsha Merrick, Recording Secretary

CONSENT CALENDAR

An asterisk indicates items so enacted or approved on the Consent Calendar.

- A. *Report from the Library Director Highlighting Activities for September 2009. Accepted.
- B. *Draft Minutes of the Regular Library Board Meeting of August 20, 2009. Approved.
- C. *Library Services Report for the Month of July 2009. Accepted.
- D. *Financial Report Reflecting FY10 Expenditures by Fund for August 2009. Accepted.
- E. *Bills for Ratification for the Month of August 2009. Approved.

President Hartigan asked for a minor wording change to the August minutes on page 2 under Unfinished Business, item A, paragraph 4 which reads in part "...but would have liked to have been involved in the decision...". Recording Secretary Merrick will change this to read "...but would have liked to have *seen the NLIP* involved in the decision..." – this statement was made in regards to hiring a lighting consultant for the branch improvement project.

Vice President Butter asked if the issues with the financial reports had been resolved. Director Chisaki explained that the budget numbers had not been dropped in yet, so the encumbrances/expenditures still make it look as though the Library is over budget in all accounts. The check register accounting period issue has been discussed with Finance; this is a "canned report" and apparently has always printed out this way. Finance has put in a trouble ticket with the vendor, SunGard, to see if they have a way to fix the report so that the selection criteria and accounting period match up.

Butter asked Chisaki what she would conclude about the Annual Comparison Report. Chisaki said it is hard to gain any meaningful impressions of trends with all the inconsistencies in hours in the past years: moving to the new building and being closed for a period of time, and then most recently reducing open hours. Also in the mix was the changeover from Veicon which left the Internet down for three months. A bit of discussion ensued and it was decided in the end that next year, looking at the numbers in a slightly different way, perhaps averaging open hours per year, looking at circulation counts per hour, would be more telling. This change should provide a truer view of overall performance statistics.

President Hartigan asked for a motion to accept the Consent Calendar as presented, noting the wording change in the August meeting minutes. Vice President Butter so moved; Member Wetzork seconded the motion which carried by a 3-0 vote.

ORAL COMMUNICATIONS, NON-AGENDA (Public Comment)

Board Member Wetzork mentioned talking with the owner, Mike, of Coffee & Tea Traders out on Bay Farm Island, who was a sponsor for the Adult Summer Reading Program. Mike was wondering why there aren't expiration dates on the gift certificates, as this makes it an open-ended donation. Director Chisaki will check with staff to find out who was the original contact with the business and have them get back to Mike.

UNFINISHED BUSINESS

A. Neighborhood Library Improvement Project (G. Wetzork)

The next meeting of the NLIP will be on September 30. Alyson Yarus will be in attendance and will have drawings and color palettes to look at. The Public Art group meets tomorrow evening; notes from this meeting will be included in the next Board packet. Regina Almaguer's contract has been through the City Attorney's office and it is expected back from her (signed) this week. Branch construction will probably not start until April next year. The original plan was to have it start in January; Bay Farm Island will still go first, West End will follow. Vice President Butter asked the Board if they were comfortable with the timeline. President Hartigan said it is pretty compressed, but as long as there is no slippage, it looks doable. Butter said it is important to inform the City Council of the new timeline, making sure first that the architects and project manager think the dates look good. President Hartigan said the projects will also have to pass DSA (Division of the State Architect) approval because the libraries are public buildings.

NEW BUSINESS

A. November Library Board Meeting Date Falls on Veterans' Day Holiday (J. Chisaki)

With the November meeting date falling on Veterans' Day this year, Director Chisaki polled the Board on their preference of either changing the date or cancelling the meeting. Member Wetzork asked how much business the Board would normally be handling at this time of year.

Chisaki replied it would be somewhat the same as the current meeting, however, because of the branch project being underway, some conversation on that may be necessary. After a bit of discussion, the Board thought the meeting should stay calendared, moving it one day forward to Thursday, November 12. Chris Noll and Laurie Kozisek will be invited to this meeting.

B. Alameda Free Library Foundation (J. Chisaki)

The Foundation did not meet in August; the next meeting is on September 21. Foundation President Luzanne Engh continues to work very hard on the "Live at the Library" concert series. Tickets are now out and are being sold at Books Inc. on Park Street, Wescafé on Webster Street, Dewey's Friends Café in the Main Library and by Foundation members. Tickets can also be purchased on-line through the Foundation's website and at brownpapertickets.com. The Foundation would like to make about \$3,000 total on the ticket sales for the three concerts. Additional funds will be raised through sales of wine and light refreshments.

C. Friends of the Alameda Free Library (M. Lambert)

The Friends book sale is October 16, 17 and 18. Adair Jorgensen is the contact person for volunteers that would like to work the sale. The Friends have about 350 members now as their regular core group. The bookshelves by the Café made \$798 over the summer, and pilferage has gone down. The Friends are currently nominating and electing officers for President and Vice President; John Quick will continue on as Treasurer and Cindy Silva continues as Secretary.

D. Patron Suggestions/Comments (Speak-Outs) and Library Director's Response

None.

LIBRARY BOARD COMMUNICATIONS

None.

DIRECTOR'S COMMENTS

Director Chisaki had sent an e-mail informing the Board that former City Manager Jim Flint had passed away the previous weekend after a long battle with cancer. Former City Manager Debbie Kurita has gone to the City of San Bernardino as their Assistant City Manager, and former Assistant City Manager David Brandt is starting as City Manager for the City of Redmond, Oregon the following week.

Former Library Board member Leslie Krongold is now on the City's Commission on Disability Issues. The commission is putting on an event that will bring together different organizations that provide services and resources for the disabled. This event will be held at the O'Club on October 24.

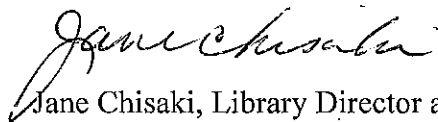
The Public Works Department is putting on 6 weeks of "recycling storytimes" at the libraries. Spanish storytimes will start up again in October; Chinese storytimes are still running but are rather spotty.

Marc Lambert asked if there was anything new on the solar panel project. Director Chisaki has heard nothing at this point but expects to hear from Alameda Municipal Power when things are ready to move forward.

ADJOURNMENT

President Hartigan asked for a motion to adjourn the meeting at 7:00 p.m. Vice President Butter so moved; Member Wetzork seconded the motion which carried by a 3-0 vote.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Jane Chisaki".

Jane Chisaki, Library Director and
Secretary to the Alameda Free Library Board